

Department of Corrections and Rehabilitation  
Information needed on the Abstract

This is a cheat sheet to assist you in identifying the information that the CDCR needs in order to record a state felon commitment:

**Header**

- County of Commitment
- Court Branch
- Case number
- Name
- Also Known As (**AKA**)
- Criminal Investigation and Identification (**CII**)
- Booking number
- Probation # or Probation Officer's name (If waived this should be indicated).
- Defense Attorney (Indicate if appointed).

**Section 1 - CONVICTION**

- Count number (**CNT**)
- Code
- Section No.
- Crime (Description)
- Year Crime Committed
- Term (level)
- Sentence relation
- Time imposed

**Section 2 - ENHANCEMENTS-SPECIFIC, mainly PC 12022 series**

*If imposed or stayed*

- Count number(**CNT**)
- Section number
- "Y" "S"(indicated the amount of time imposed or "S" if stayed)
- Total (years)

**Section 3 - ENHANCEMENTS PRIOR CONVICTION/PRISON TERMS, mainly PC 667 series**

*If imposed or stayed*

- Section number
- "Y" "S"(indicated the amount of time imposed or "S" if stayed)
- Total (years)

**Section 4 - Two strike PC 667(b)-(i)/1170.12**

*If applicable*

- Indicate by checking the box.

**Section 5 - Financial Obligations**

*If applicable*

- Dollar amount.

If convicted of VC Section 23550 the following information is needed:

- Dollar amount
- Number of days
- Location (county jail or prison in lieu of fine)
- Sentence relation (CC or CS)

**Section 6 - Testing**

*If applicable*

- Check the box for the appropriate testing required by law or ordered by the court.

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**Section 7 - Other Orders**

This area can be used for a variety of reasons; it offers an explanation for a variety of the court's orders. For example:

- Information pertaining to misdemeanor offenses.
- Types of commitments (PC 1170(a)(3)/Parole Orders.
- Commitments pursuant to WI1731.5(c) CYA.
- .Victim's information.
- Housed in Federal or another state's custody (include the address if known)
- DNA testing.

**Section 8 - Total Term**

**Section 9 - Sentence relationship**

**Section 10 - Execution of Sentence**

**Section 11 - Date Sentence Pronounced**

- Credits
- Credits earning status (check the appropriate box, PC 4019 or 2933.1)
- Time served in State Institution (DMH, CDC, CRC check the appropriate box)

**Section 12- Remanded / Delivered**

**Signature box**

**This is mandatory – the state prison commitment cannot be recorded if Abstract not signed, dated, and certified.**

## Where to Send Commitment (Sentencing) Documents on Offenders Sentenced to the California Department of Corrections and Rehabilitation

The Department of Corrections and Rehabilitation (CDCR) Case Records Offices are responsible for processing the commitment documents for all offenders sentenced to a state prison commitment. Each CDCR institution has a records office. There are two parole record offices that maintain the records for paroled offenders and a records office that maintains the files for offenders who have a California state prison commitment but is serving a term in a Federal Prison or another state. There's a records office that maintains the files for inmates housed in a Community Correctional Facility (CCF) and a records office that maintains the files for female offenders sentenced to a community based program for women with children and also specializes in resolving sentencing discrepancies. The following information will assist you in determining where to send commitment documents for offenders under the jurisdiction of the CDCR.

- If the offender is currently housed at an institution and the institution is known forward the documents to that institution. For institutional addresses log onto [www.cdcr.ca.gov/visitors/facilities.html](http://www.cdcr.ca.gov/visitors/facilities.html).
- If the offender is housed at a CCF forward the documents to:  
CCF Records Office  
9738 Lincoln Village Drive, Suite 150  
Sacramento, Ca. 95827-3302.  
(916) 255-0185

For a list of CCF facilities log onto [www.cdcr.ca.gov/visitors/docs/ccf\\_addresses.pdf](http://www.cdcr.ca.gov/visitors/docs/ccf_addresses.pdf)

- If the offender has been paroled from a CDCR facility forward the documents to the parole records office at the following addresses:

Case Records - North (for parole units in Region 1 or 2)  
2015 Aerojet Road, Ste P  
Rancho Cordova, CA. 95742  
(916) 358-1900

Case Records – South (for parole units in Region 3 or 4)  
9160 Cleveland Ave., Ste 101  
Rancho Cucamonga, Ca. 91730  
(909) 484-3700

For a listing of parole units and regions log onto [www.cdcr.ca.gov/offenders/unit\\_loc.html](http://www.cdcr.ca.gov/offenders/unit_loc.html) and click onto the appropriate Region's unit listing.

- If the offender is in federal custody or another state's custody and is sentenced to a California state prison term, forward the documents to **SACCO Records** at the following address:  
  
9825 Goethe Road, Ste. 200  
Sacramento, CA. 95827  
(916) 255-2781
- If the offender's presentence credits exceed the term imposed, the judge deems the time served and orders the offender to report to parole; if the offender is sentenced pursuant to PC 1174.4 to the Family Foundation Program; or if offender's custody status cannot be determined forward the documents to the **Legal Processing Unit** at the following address:  
  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 323-7371
- To identify an offender and/or determine custody status contact the **ID/Warrants Unit** at 916-445-6713.